



Massachusetts Department of Environmental Protection
Bureau of Air & Waste – Solid Waste Management
Landfill Assessment & Closure
SW 24 Corrective Actions Alternative Analysis
SW 25 Corrective Action Design
Instructions & Supporting Materials

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Introduction

These approvals are intended to protect public health, safety and the environment by monitoring the level of contamination emanating from a solid waste landfill, and determining a baseline from which closure alternatives can be evaluated, selected, designed and implemented. Assessment of a landfill helps to insure that the closure technology implemented on the landfill will result in remediation of the site and prevent the spread of such contamination.

The SW24 and SW25 forms are currently only available as paper forms and must be filed by mail with a separate Transmittal form.

Corrective Actions Alternative Analysis (SW24)

The Corrective Actions Alternative Analysis is conducted to determine the nature of the cap and any additional remediation measures which will be needed to properly close the sanitary landfill.

Corrective Action Design (SW25)

The Corrective Action Design is the final phase of the assessment process in which the landfill cap and any additional remediation measures are designed.

If wanting to file an SW12 or SW23 for Site Assessment, please see the instructions specific to those forms and make the application through the ePLACE system.

Completing an Application

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP website at <http://mass.gov/dep/> in two file formats: Microsoft Word© and Adobe Acrobat PDF©. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word© format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.



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Permit Applications in Microsoft Word© format must be downloaded separately. Users with Microsoft Word© 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF© format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF© files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.

Legislative authority for this permit is stated in MGL c. 21A, ss. 2 and 8, c. 111, s. 150A and the Acts of 1987, c. 584. Regulations promulgated pursuant to these laws are codified in 310 CMR 19.000, Solid Waste Management Regulations, specifically 310 CMR 19.150, Landfill Assessment Requirements.

Who must apply?

Any individual, business or organization that intends to close a solid waste landfill as defined by 310 CMR 19.150 must apply for this permit. Additionally, a landfill assessment is required:

- When monitoring indicates that ground or surface water parameters exceed limits as specified in 310 CMR 19.132(1)(j);
- When explosive gases exceed concentrations as specified in 310 CMR 19.132(4)(g);
- Where a secondary leachate collection system or leak detection system exceeds its design leakage, as specified in 310 CMR 19.132(2); or
- Any other time that MassDEP determines that the landfill presents a threat to public health, safety or the environment.

Pre-Application Consultation

You should contact the appropriate MassDEP Regional Office early in the process of preparing to apply for a Modification to a Solid Waste Handling Facility. A pre-application conference can save you time, spare you frustration, and often results in faster processing by the agency. If you submit an application without scheduling such a meeting, MassDEP may require one, before it can determine whether your application is administratively complete. Find Your Region:

<https://www.mass.gov/service-details/massdep-regional-offices-by-community>

Frequently Asked Questions

What other requirements should be considered when applying for this permit?

There may be Air Quality, Wetlands and Water Pollution permits required prior to the construction of closure alternatives. Applicants should consult with MassDEP to identify the sequencing of such approvals as determined on a site by site basis.



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Permits of this type may also require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Boston, MA 02202; (617-727-5830). **MassDEP cannot complete technical review of the permit application until the MEPA process has been concluded.** Copies of MEPA filings should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office.

These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include **all** requirements.

What is the application fee? Where can I get a copy of the permit review timelines? What is the annual compliance fee?

All of this information is available at: <https://www.mass.gov/media/1078346>

How long are these approvals in effect?

These are approvals of the initial site assessment, comprehensive site assessment, corrective actions alternatives analysis and corrective action design activities and therefore there is no expiration date.

How can I avoid the most common mistakes made in applying for these approvals?

- a. The Division of Solid Waste Management's Landfill Assessment and Cleanup Program has specific technical guidance which should be used to develop the submission for each permit application. The following guidance document is available from MassDEP: Landfill Assessment and Closure Guidance Manual Revised September 1993.
- b. Each of these permits is sequential beginning with SW 12 followed by SW 23, SW 24 and SW 25. Approval of each must be obtained prior to proceeding to the next permit unless MassDEP specifically allows for a variation of this requirement.
- c. If filing on Paper (SW24 and SW25 only) submit fee and one copy of the MassDEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211. The transmittal form can be found at <https://www.mass.gov/service-details/transmittal-form-number-for-massdep-permit-application-payment>

What are the regulations that apply to these permits? Where can I get copies?

These regulations include, but are not limited to:

- a. Solid Waste Management Regulations, 310 CMR 19.000.
- b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.



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These may be purchased at:

State Bookstore (in State House)	State Bookstore
Room 116	436 Dwight Street, Room 102
Boston, MA 02133	Springfield, MA 01103
617-727-2834	413-784-1376

Unofficial copies of the above regulations are available on MassDEP's website at:
<http://www.mass.gov/dep/>

Important Contacts

For questions, contact your regional office. You can look up your regional office and their contact information at: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>

Application Completeness Checklist

- ☐ The MassDEP Transmittal Form is completed: Find the Transmittal form at <https://www.mass.gov/service-details/transmittal-form-number-for-massdep-permit-application-payment>
- ☐ The required documents are attached and submitted to the appropriate regional office.
- ☐ The Certification Statement has been submitted and signed (310 CMR 19.011).
- ☐ Send a copy of the application along with one copy of the MassDEP Transmittal form to:
Department of Environmental Protection
_____ * Regional Office
Solid Waste Management
Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>
- ☐ Send fee in the form of a check or money order made payable to *Commonwealth of Massachusetts*, along with one copy of the MassDEP Transmittal Form to:

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Boston, MA 02211